Principles of Technology

Instructor: Mr. Dementri  
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Classroom: 1118  
Credit Hours: 5

Phone: 856-468-1445 x2416  
Textbook: Computer Literacy Basics, Thomson

Materials:  
☐ 1” 3-ring binder  
☐ Dividers  
☐ Filler paper  
☐ Pen/pencil  
☐ Flash Drive

COURSE DESCRIPTION:
This course continues to build upon basic computer knowledge. Students will become familiar with computer literacy skills as well as understand technology in today’s world. Topics include a look at computer history, types of computers & devices, maintaining and caring for technology, using Microsoft Windows, using and searching the Internet, and computer safety.

COURSE OBJECTIVES:
The course objectives appear on the back of this handout. They include many basic computing skills.

GRADING POLICY:

- Projects/Papers 30%
- Tests/Quizzes 20%
- Homework 20%
- Journal (graded 2x per MP) 15%
- Attendance/Participation/Behavior 15%

Weekly Grade (about 9 weeks total)

COURSE GOALS:
In today's digital world, almost all jobs and academic institutions require basic computing knowledge and skills. Successful completion of this course immediately identifies a student as someone who has what it takes to succeed as a student or employee. This course:

- Provides core skills and knowledge necessary to use key computer applications and the Internet
- Provides a resume-building standard certification as proof of successful completion of the program

COURSE POLICIES & CLASSROOM RULES:
ALL SCHOOL POLICIES MUST BE FOLLOWED. This includes:

- No use of cell phones, texting, musical devices, etc. unless permitted by the teacher.
- Respect each other, the teacher, guests, and the equipment.
- Be on time to class. If you come in after the bell, have a pass or else you will be marked late.
- Upon entering, please promptly get to work.
- Computers are to only be turned on when instructed to.
- There are strict computer policies in the room to be followed. Please DO NOT change any computer settings, backgrounds, shortcuts, etc. DO NOT download any programs or material to the computer's hard drive. Use your personal network drive or flash drive to save files.

For most infractions, you will first receive a warning. The second time will cost you points on your weekly grade. On the third infraction, you will be referred to the office.
IC3 CERTIFICATION:
You will be taking three computer industry certification exams this year:

- Computing Fundamentals (approx. December)
- Living Online (approx. January)
- Key Applications (part of Computer Applications class; approx. June)

Pass the three exams and become IC3 certified. Each exam consists of 45 questions and takes 45 minutes to complete. The questions types include multiple choice single answer and multiple answer, drag and drop, and matching.

Can I earn college credit with IC³?
Students who are IC3 certified can possibly earn credit from the more than 1,800 accredited degree-granting colleges and universities. For more details and to view the colleges that are on the ACE Member List, visit http://www.acenet.edu/resources/memberdirectory/.

IC3 EXAM OBJECTIVES:

Computing Fundamentals
- Identify types of computers, how they process information, and the purpose and function of different hardware components
- Identify how to maintain computer equipment and solve common problems relating to computer hardware
- Identify how software and hardware work together to perform computing tasks and how software is distributed and upgraded
- Identify different types of application software and general concepts relating to application software categories
- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Use an operating system to manipulate a computer’s desktop, files and disks
- Identify how to change system settings, install and remove software

Key Applications
- Be able to start and exit an application, identify and modify interface elements and utilize sources of online help
- Perform common file-management functions
- Perform common editing and formatting functions
- Perform common printing/outputting functions
- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to use word-processing tools to automate processes such as document review, security and collaboration
- Be able to modify worksheet data, structure and formatting
- Be able to sort data, manipulate data using formulas and functions and create simple charts
- Be able to create and format simple presentations

Living Online
- Identify network fundamentals and the benefits and risks of network computing
- Identify different types of electronic communication/collaboration and how they work
- Identify how to use an electronic mail application
- Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (“netiquette”)
- Identity information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application
- Understand how content is created, located and evaluated on the World Wide Web
- Identify how computers are used in different areas of work, school and home
- Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally